


|   |                              |   |                              |
|---|------------------------------|---|------------------------------|
|  |                              | <b>COMMUNITY NURSING REGISTRY OF OTTAWA</b><br><b>HEALTH AND SAFETY POLICIES AND PROCEDURES</b> |                              |
| <b>SECTION D: CONTROL ACTIVITIES</b>  |                              | <b>D.1 SAFE USE OF ELECTRICAL EQUIPMENT</b>   |                              |
| <b>Date Issued: 12/2010</b>   | <b>Date Revised: 05/2012</b> | <b>Date Revised: 05/2014</b>  | <b>Date Revised: 05/2015</b> |
| <b>Date Revised: 07/2016</b>  | <b>Date Revised: 03/2017</b> | <b>Revised 03/2018</b>  |                              |

## D.1 Safe Use of Electrical Equipment (Formerly Lock-out/Tag-out)

### STANDARD

This establishes CNRO's policy for protecting employees who use electrical equipment, appliances or machines in course of their day to day work. This policy provides a process for members and staff to resolve potentially unsafe situations prior to an injury occurring. The policy addresses the 3-main work environments; the clients personal home, care facility and the CNRO office.

This procedure applies to all members or employees who may be exposed to hazardous energy when using equipment.

### DEFINITIONS

- **Energy Source:** Any source of energy. Examples: electrical, mechanical, hydraulic, pneumatic, chemical, and thermal.
- **Hazardous Energy:** Any of the above types of energy existing at a level or quantity that could be harmful to workers or cause injury through inadvertent release or start-up of equipment. This includes but is not limited to over-heating, sparking, burning smell when using the equipment.
- **Tagout Label:** A prominent warning sign, such as a tag, that can be securely fastened to an energy-isolating device to indicate that the energy-isolating device and the equipment it controls can't be operated until the tagout device is removed.
- **Small appliance:** Small, personal appliances normally used by the client in their personal home. Examples include but are not limited to; kettles, vacuums, hair dryers, curling irons, vacuums, and razors.
- **Large appliances:** Stoves, dryer, washing machine, refrigerators, microwaves
- **Rental equipment:** Electric beds, mechanical lifts

### PROCEDURE

#### Client Personal Home

1. In the event a member identifies a risk of being exposed to hazardous energy when using the personal equipment of a client, they will immediately stop using the personal equipment, turning large appliances off and unplugging small appliances if possible. Do not put yourself at risk by trying to unplug a large appliance.
2. In the event that the risk of exposure comes from equipment rented for the client, ensure the client is safe and cease use of the equipment in question.
3. The member will report the hazardous situation to the RN coordinator and include information of the hazard in the shift report, providing an explanation of the issue
4. The RN Coordinator will notify the clients POA, SDA or the vendor for rental equipment
5. The member will complete an incident report, submitting the report to the CNRO office. The RN coordinators will ensure that all members on the team are aware of the risk and the plan to rectify. The incident report will be saved in the client file and follow up will be documented and communicated to the team.
6. Incidents will be reported to the Joint Health and Safety Committee at the quarterly meetings.
7. Members may elect not to use the piece of equipment until they are satisfied with the repair/replacement of the equipment in question.

#### Health Care Facilities



**COMMUNITY NURSING REGISTRY OF OTTAWA  
HEALTH AND SAFETY POLICIES AND PROCEDURES**

|                                      |                              |   |                              |
|--------------------------------------|------------------------------|---|------------------------------|
| <b>SECTION D: CONTROL ACTIVITIES</b> |                              | <b>D.1 SAFE USE OF ELECTRICAL EQUIPMENT</b> |                              |
| <b>Date Issued: 12/2010</b>          | <b>Date Revised: 05/2012</b> | <b>Date Revised: 05/2014</b>                | <b>Date Revised: 05/2015</b> |
| <b>Date Revised: 07/2016</b>         | <b>Date Revised: 03/2017</b> | <b>Revised 03/2018</b>                      |                              |

1. Members who work with clients in health care facilities will report any equipment risk or malfunction to the immediate supervisor in the area and to the CNRO RN Coordinator.
2. Members will follow the policies and procedures of the health care facility with regard to reporting, tagging and notifying the appropriate body of risky or malfunctioning equipment.

**CNRO Office**

1. Staff and members who access the CNRO office will isolate any unsafe or malfunctioning equipment by removing small appliances or unplugging computers/monitors, labelling the equipment with the tagout label (located on the Health and Safety Board)
2. The tagout label may only be removed by a member of the office staff once there is documented evidence of a repair or replacement of the equipment.
3. Tagout Labels will be kept by the Executive Director as record of the resolution of safety issues.
4. Faulty or unsafe small appliances will be disposed of using the method approved by the landlord.

**EVALUATION**

The effectiveness of this policy and associated procedures will be evaluated by JHSC review of reported incidents.

**TRAINING**

All members and employees will receive training on this policy and procedure during the General Orientation package as per CNRO policy A.5.

**FORMS**

D.1.1 Tagout Labels